Washington State Department of Enterprise Services

SAP Business Warehouse/Business Intelligence Reporting

Logging on to HRMS Portal

SAP Washington State HRMS Business Warehouse/Business Intelligence (BW/BI) Self-Paced Learning Materials

General Topics – BW/BI End Users/Power Users

Logging on to HRMS Portal

The HRMS Portal is used to access Business Intelligence reports. The Logging on to HRMS Portal section provides an overview for logging on and logging off the HRMS Portal.

Topics covered in this section include:

- ➢ Log on to HRMS Portal outside the State Government Network (SGN)
- ➢ Log on to HRMS Portal inside the State Government Network (SGN)
- ➢ Log off HRMS Portal

The HRMS Portal is <u>not</u> a BW/BI application. It is an online tool used to access reports that have been developed in the BW/BI application.
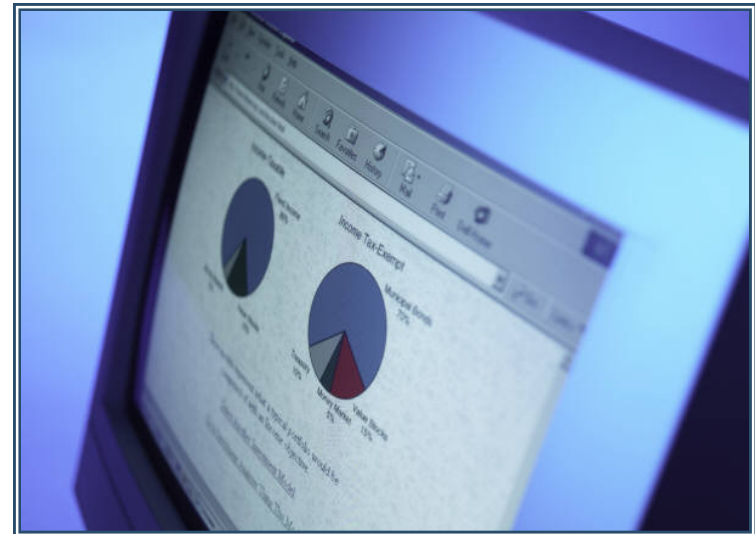
* For additional technical information, reference the Technical Resources page from the HRMS Customer Support website: HRMS Technical Support

Log On to HRMS Portal Outside the SGN

Log on to HRMS Portal outside the SGN

To log on to the HRMS Portal from outside the SGN:

1. Open a web browser (e.g. Internet Explorer).

2. Type the following URL in the address line of the web browser (save the URL to your Favorites folder for future use): **https://wahrms.wa.gov/irj**

3. Press Enter.

Result: The HRMS Portal Log on screen is displayed.

4. Type the User ID. ➡

5. Type the Password. ➡

6. Click Log on. ➡

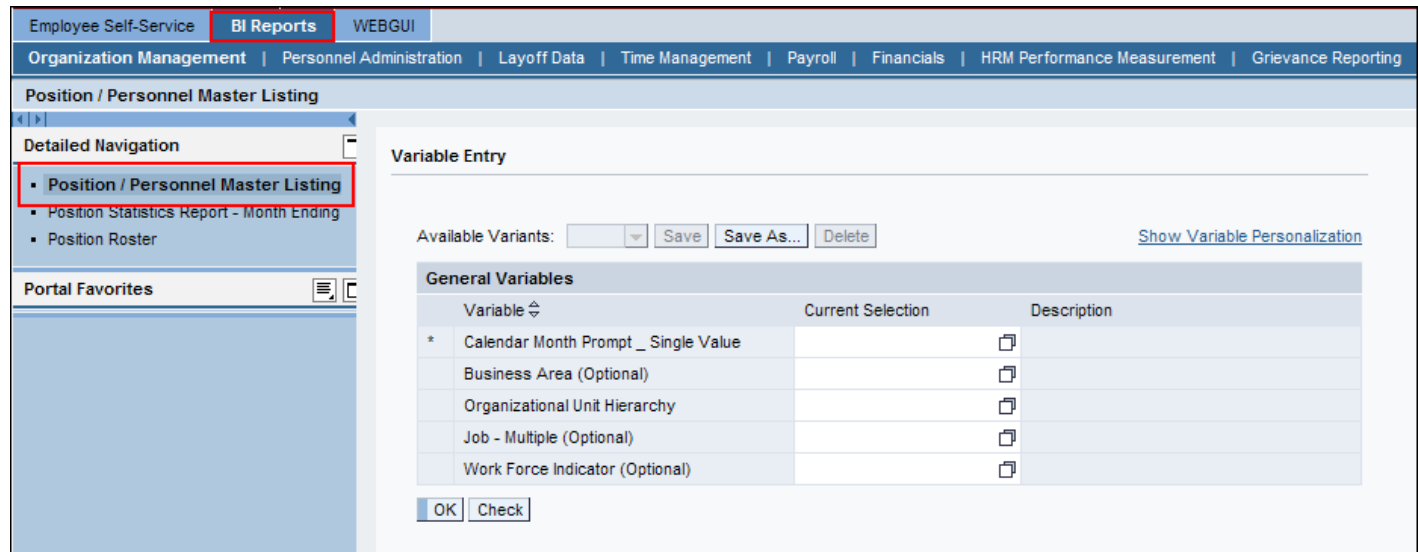Note: User ID outside the SGN is Domain\Network ID.

Welcome to Washington State's Human Resource Management Systems

HRMS PORTAL

This is a secure application and available only to Washington State employees.

Logon ID *

Password *

Log on

Forgot Password
Having Trouble Logging In?
More ESS Information

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Log On to HRMS Portal Outside the SGN

Result: The user is logged on to the HRMS Portal.

ℹ️ Note: It may be necessary to click on the "BI Reports" tab to display Business Intelligence reports. The first BW/BI report under the Organization Management category will be selected by default.

Business Intelligence tab →

First BW/BI Report (default) →

Log On to HRMS Portal Inside the SGN

Log on to the HRMS Portal inside the SGN

To log on to the HRMS Portal from inside the SGN:

1.　　　Open a web browser (e.g. Internet Explorer).

2.　　　Type the following URL in the address line of the web browser (save the URL to your Favorites folder for future use): **https://myhrms.wa.gov/irj**

3.　　　Press Enter.

Result: The HRMS Portal Log on screen is displayed. Note: if the User ID has been setup for single sign on, it may not be necessary for the user to complete Steps 4 through 6 below.

4. Type the User ID.　　➡
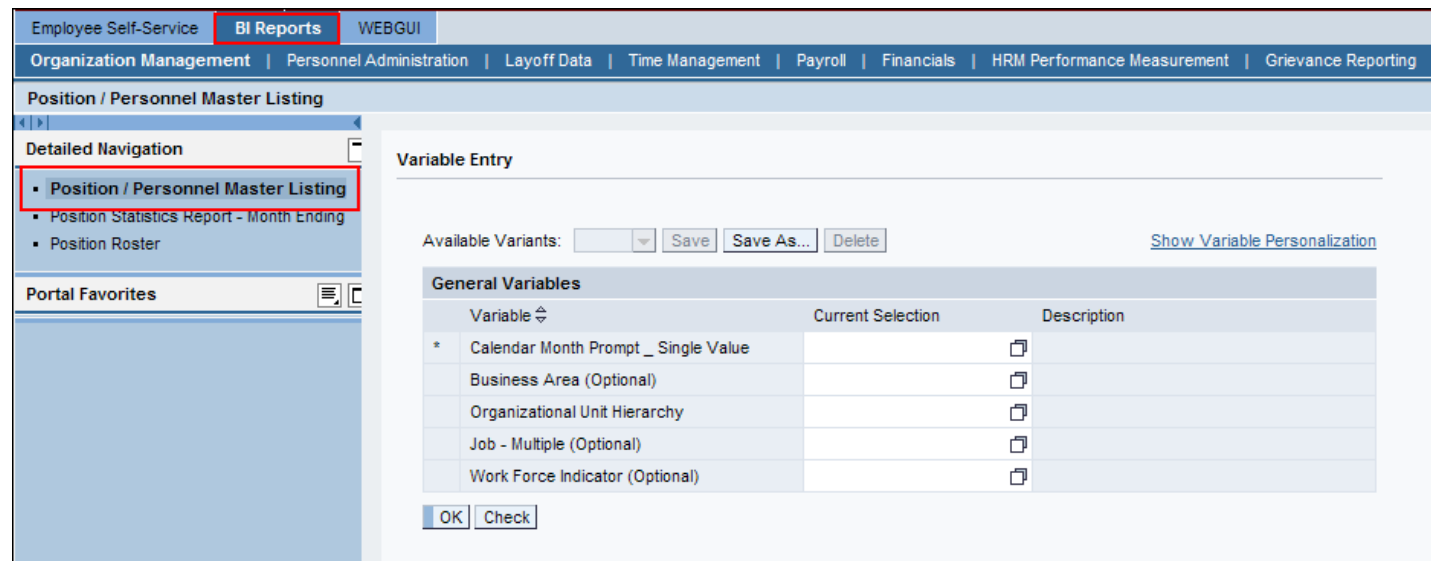
5. Type the Password.　　➡

6. Click Log on.　　➡

Welcome to Washington State's Human Resource Management Systems

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| Logon ID *

| Password *

Log on

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Log On to HRMS Portal Inside the SGN

Result: The user is logged on to the HRMS Portal.

i Note: It may be necessary to click on the "BI Reports" tab to display Business Intelligence reports. The first BW/BI report under the Organization Management category will be selected by default.

Business Intelligence tab →

First BW/BI Report (default) →

Log off HRMS Portal

Log off HRMS Portal

To log off the HRMS Portal:

1. Click the Log Off link.

2. Click Yes if prompted, "Are you sure you want to log off?".
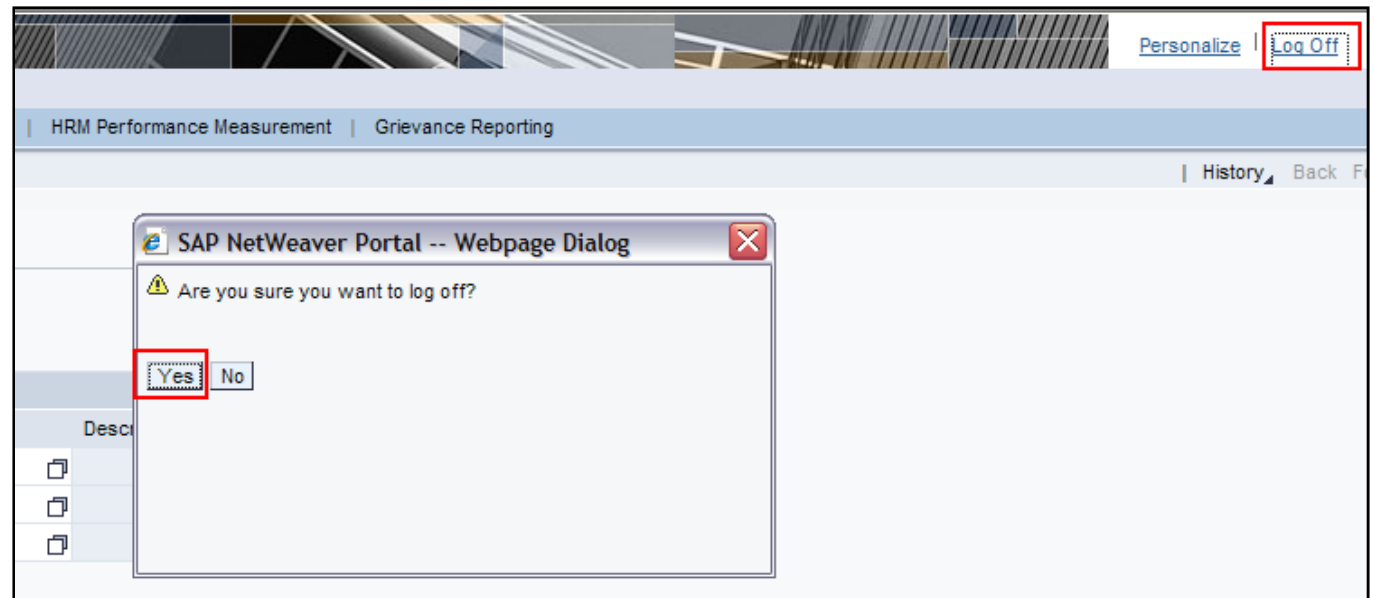
Result: The user will be logged off the HRMS Portal and returned to the log on screen.

(i) Note: For additional technical information, reference the Technical Resources page from the HRMS Customer Support website: HRMS Technical Support